EXHIBIT VI.3 – DATA RETENTION NEEDS – BUSINESS PERSPECTIVE

The data retention needs outlined in this exhibit are high-level guidelines describing data availability parameters. These needs were gathered by surveying the business units for their key data retention needs. The list is not an inclusive list of all CalPERS data retention needs. Instead, it is a high level description at a data entity level and does not attempt to specify details at a field level. The data entities listed in this table are those entities that represent functions within CalPERS that are considered to be vital to supporting the day to day operations of the CalPERS business units. To facilitate day to day operations, CalPERS requires access to all historical data. Therefore, no data should ever be automatically purged. Although microfilm/microfiche is currently being used and will continue to be maintained, it is not considered a desirable form of archiving due to the labor intensive effort to retrieve this data.

Various business functions will be required to produce transactional logs that detail the activity performed by the user. These transactional logs will need to be able to be browsed via various search criteria and may amount to a significant volume of data. At this time, all the events that will need to be logged were not analyzed in detail and therefore the estimated data retention needs for these transactions cannot be listed. This data will need to remain in the solution for as long as the entity that the transaction is associated to is retained.

Below are definitions of key columns and entries in the table:

Data Volume

Data volume figures refer to the total number of data records that currently exist for the specified data entity within CalPERS.

- Low: Under 100,000 records
- Medium: 100,000 to 5,000,000 records
- High: More than 5,000,000 records

Data Growth

Data growth figures refer to the number of records added for the specified data entity in a year.

- Low: Under 50,000 records

- Medium: 50,000 to 500,000 records
- High: More than 500,000 records

<u>Required Retention:</u>

- ABP (All Benefits Paid): If the participant has not been issued a refund, then this data needs to remain in the solution until 10 years after all benefits have been paid for the participant to which the data is associated. If a refund has been issued for the associated participant, then this data must remain in the system until the participant reaches the age of 90.
- Indefinitely: This data should be remain in the solution and should never be archived.

<u>Access to Archived Data:</u>

- Online: This data will be used for manual research and inquiry purposes only. This data does not need to be restored/loaded back into the PSR system.
- Restorable: This data, if archived, needs to be restored in the event that it required by the solution to perform calculations.

	Data Retention Details					
Business Function Area	**Data Entity Details**	**Data Volume**	**Data Growth**	**Required Retention**	**Access to Archived Data**	**Explanations/Further Details**
Contracts	• Organization details • Contract details including terms and conditions • Multiple addresses • Multiple contact details • Resolution details • Plan provisions • Electronic versions of Annual Reports (CAFR) details	Low	Low	Indefinitely	N/A	If organization terminates, merges, transfers, or decides not to contract with CalPERS the original Org ID must be retained for historical purposes and in case the organization re-contracts or contracts in the future with CalPERS. The organization will always use the same Org ID. In the case of address changes, the previous address could be deleted after 1 year.
Participant Information	• Participant demographics (including community property demographics), employee elections • Service credit purchase details • Beneficiary designation details • Death notifications • Retirement application information • Enrollment details	Medium	Medium	ABP	Online	Participant information is required until all benefits are paid and a period for disputes is past. In case of court disputes, or contact from relatives access needs to be available.

Data Retention Details						
Business Function Area	**Data Entity Details**	**Data Volume**	**Data Growth**	**Required Retention**	**Access to Archived Data**	**Explanations/Further Details**
	• Employment appointment details	Medium	Medium	ABP	Restorable	
	• Annual Member Statements • Annual Health Statements	Medium	Medium	3 years	Online	
Contributions - Participant	• Payroll detail information including for refunds • SCP payments • Historical risk pool transaction details	High	High	ABP	Restorable	Payroll detail needs to be retained by fiscal year and in the FY it is received. Payroll detail is used in the automated calculation of final compensation for estimates and retirement. When payroll detail is archived, it needs to be restored to PSR to calculate service and final compensation.
	• SCP repayment schedules • SCP balances • SCP calculations	Low	Low	ABP	Restorable	There are various SCP calculations where the detail needs to be retained.
Contributions - Employer	• Delinquency notice details • Notices of Adjustment • Invoices • Employer Risk Pool Contributions	Low	Low	Indefinitely	N/A	
	• Summary reports submitted by employers	Low	Low	5 years	Online	

	Data Retention Details					
Business Function Area	**Data Entity Details**	**Data Volume**	**Data Growth**	**Required Retention**	**Access to Archived Data**	**Explanations/Further Details**
Contributions – Health	• Health contribution details • Invoices to employers	High	High	ABP	Restorable	Currently after 4 years the contribution details are purged from COMET. Contribution details can come from payroll information for non retirees and from benefit payments for retirees.
Benefit Payments	• Warrant data • Deduction information • Deduction reports (to carriers)	High	High	ABP	Restorable	If a warrant has had activity (returned, replaced, etc.), warrant data needs to be retained forever. The need for immediate access to warrants more than 5 years after they have been cashed and have had no subsequent activity is not as frequent.
	• Calculation tables	Low	Low	Indefinitely	N/A	Code table values used for benefit calculations, deductions, and income tax processing, etc. This needs to be retained for retroactive adjustments.
Health Payments	• Payment details made to health carriers (i.e. direct authorization)	High	High	5 years	Online	
Refunds	• Refund requests • Refunds issued • Refund rolls	Low	Low	ABP	Restorable	The details of refunds issued needs to be referred to in the event of a participant reinstatement to CalPERS covered employment. Currently refunds issued details are stored in the "redeposit database".

Business Function Area	Data Retention Details					
	Data Entity Details	Data Volume	Data Growth	Required Retention	Access to Archived Data	Explanations/Further Details
Benefit Calculations	• Benefit calculations for retirement and death	Med	Med	ABP	Restorable	The system needs to store all retirement calculations and the details used in determining the result of the calculation. Historical calculation data is needed to process numerous legislative changes to benefits payable retroactively. For calculations to be performed, the system requires all participant payroll, employment history and benefits paid to be available.
	• Benefit calculations for estimates	Med	Med	2 years	N/A	Historical calculations are needed to help answer member inquiries without having to reanalyze
Notes	• Various	High	High	ABP	Online	Notes will be retained as long as the entity the notes are associated to is retained.
Tables	• Various	Low	Low	Indefinitely	N/A	All code table values should be kept in the PSR solution indefinitely.
Fiscal	• Replacement benefit fund transactions	Low	Low	Indefinitely	Online	
	• Benefit Payments/CalPERS reimbursement details	Med	Med	ABP	Online	These are payments taken from beneficiary retirement warrants to repay money that is owed by the beneficiary to CalPERS.

Data Retention Details						
Business Function Area	Data Entity Details	Data Volume	Data Growth	Required Retention	Access to Archived Data	Explanations/Further Details
	• Risk pool money move transaction details	High	High	ABP	Online	This is the details of all monetary transactions that affect the balance of risk pools.
Fiscal Reports	• Various	Low	Low	10 years	Online	
Transactions						Generic statement like notes.
Online Error Processing	• Various	Low	Low	2 years	N/A	